

UNITED STATES MISSION -BOGOTA

VACANCY ANNOUNCEMENT

No. 041

Job Vacancy

April 21, 2006

OPEN TO:	All American Employees – All Agencies
POSITION:	SUMMER HIRE
SUMMER HIRE PROGRAM:	From May 1 to September 30, 2006
WORK SCHEDULE:	Full-time, 40 hrs/week
SALARY:	*To be determined based on experience and education
DURATION OF APPT.:	Applicants can apply to work one to three months but must work a <u>minimum of four weeks</u>
DEADLINE:	Friday, May 26, 2006

The Embassy will sponsor a 2006 Summer Hire Program for 16 to 24 years old who are both students and dependents of U.S. Government embassy Bogota-assigned personnel. The program will run from May 1 to September 30, 2006. Duties are mainly clerical and administrative support in nature.

All applicants are required to complete and submit the following forms:

- OF-612 - Application for Federal Employment
- Copy of Birth Certificate or Passport
- Verification of Student Status
- Time frame in which you will be able to work this summer and
- Cover letter stating special qualifications like language, typing, and computer skills.

Please submit all complete paperwork to the Community Liaison Office (CLO)

ELIGIBILITY REQUIREMENTS

The Overseas Summer Hired Program (OSHP) is intended for family members who are officially physically and/or geographically resident or attached to the sponsor's post of assignment and who are financially dependent on the employee. Applicants for summer hire positions must meet the following requirements:

A. Citizenship

Must be a U.S. citizen.

B. Family Member Status

Must be a family member of a USG civil, foreign, or military service member assigned to the employing post. Family members residing abroad at locations other than the sponsoring employee's post of assignment are not eligible for employment under the Department's overseas summer hire program. EFMs attending boarding schools or universities whose home of record is the sponsor's post of assignment are eligible under the OSHP. Family members of USG employees assigned to agencies not under a Chief of Mission's (COM) authority also are not eligible.

Family members of USG contractors who meet the eligibility criteria above, and are under COM authority, and assigned to post as a family unit as "not ordinarily resident" (NOR) may be eligible to participate in the OSHP provided the family members are listed on official travel orders. Family members of locally hired contractors are not eligible to participate under the OSHP.

C. Family members from agencies that are not under COM authority or non-US citizen family members are not eligible for jobs under the OSHP.

D. Student status

Must be a student currently enrolled in a course of study at an educational institution, college, or university within the past 12 months, and is registered to re-enroll in the immediate upcoming regular school term. Applicants must present evidence of their student status which post will certify and include with official employment documentation.

E. Age requirement

Applicants for any federal summer employment program must be at least 16 years of age at the time of their appointment/hire, can be no more than 24 years old for the DOS sponsored program. To date, there has been no change or waiver to lower the age for USG summer appointees/hires below 16 years.

ADDITIONAL SELECTION CRITERIA

Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

The US Mission in Colombia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation.

Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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